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No. 164, Port Blair, Tuesday, June 29, 2010

**ANDAMAN AND NICOBAR ADMINISTRATION
CHIEF PAY & ACCOUNTS OFFICE**

NOTIFICATION

Port Blair, dated the 29th June, 2010

No. 150/2010/F.No. D-2(11)/AB/Estt./05.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Govt. of India, Ministry of Home Affairs, Notification No. 14/3/60-ANL dated 11th April, 1960 and in supersession of this Administration's Notification No. 37/2008/No.719/2008/F.No.D-2(11)/A&B/05/Estt. dated 19.03.2008 published in the Andaman and Nicobar Administration Gazette Extraordinary No.39 dated 19/03/2008, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the Group 'C' posts of **Daftary, Peon-cum-Chowkidar, Peon-cum-Mali/Gardener and Safaiwala** borne in the establishment of the Chief Pay & Accounts Office in the Administration of the Union Territory of Andaman and Nicobar Islands, namely:

1. Short Title and Commencement:

- (i) These rules may be called the Andaman and Nicobar Administration (Daftary, Peon-cum-Chowkidar, Peon-cum-Mali/Gardener and Safaiwala borne in the establishment of the Chief Pay & Accounts Office in the Andaman and Nicobar Administration) Recruitment Rules, 2010.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of Posts, Classification and the Scale of Pay:

The number of posts, the classification and the scale of pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule I, II, III, and IV annexed to these rules.

3. Method of Recruitment, Age limit and Qualifications etc.:

The method of recruitment, age limit, qualifications and other matters relating to the posts shall be as specified in paras 5 to 15 of the said Schedules.

4. Disqualifications: No person—

- (i) who has entered into or contracted a marriage with any person having a spouse living;
OR
 - (ii) who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said posts:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to Relax:

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving:

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions, required to be provided for the Scheduled Castes, Scheduled Tribes and to other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. General (Retd.) Bhopinder Singh
Lieutenant Governor,
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd/-
(N.P. Pillai)
Director of Accounts & Budget

SCHEDULE - I**RECRUITMENT RULE FOR THE POST OF DAFTARY**

1.	Name of the Post	DAFTARY
2.	No. of Posts	03 (three)* 2010 *Subject to variation dependent on workload
3.	Classification	General Central Services (Group 'C'), Non-Gazetted, Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Government). Note: The crucial date for determining the age limit shall be the closing date for receipt of name/ application from applicants. In case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be the last date up to which Employment Exchange is asked to submit the names.
8.	Educational and other qualifications required for direct recruits	Essential: Must have passed the Secondary School Examination (Xth Std.) from a recognized Board/ Institution. Desirable: (a) Training in basic and refresher courses in Home Guard and Civil Defence. (b) knowledge of Hindi or English (c) Ability to ride bicycle.

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by transfer, failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption to be made	Transfer: From amongst Peon-cum-Chowkidar & Peon-cum-Mali/Gardener of the establishment of Chief Pay & Accounts Office in the Pay Scale of PB-1 Rs. 5200-20200 with Grade Pay Rs. 1800 with two years regular service in the grade and having experience in stitching of file/records and its maintenance.
13.	If a DPC exists, what is its composition?	Group 'C' DPC (for Confirmation) consisting of : 1. Principal Secretary (Fin.) — Chairman 2. Director of Accounts and Budget — Member 3. Deputy Secretary (Law) — Member 4. Accounts Officer of CPAO — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule – I

ANNEXURE TO SCHEDULE-I**JOB DESCRIPTION FOR THE POST OF DAFTARY**

The following are the duties to be performed by a Daftary:-

1. to be responsible for proper maintenance of records in the Section/Office;
2. to trace out old files/records as may be required by any member or staff in the Section/Office;
3. to verify the record/publications once in six months and report to the Section Officer/Branch Officer if any file/publication are missing/out for a considerable period;
4. to stitch/mend files/records/vouchers etc.;
5. to collect and distribute stationery to the members of the staff in the Section/Office under the supervision of Section Diarist;
6. to see that all tables records in the Section present a neat and tidy appearance;
7. to ensure cleanliness in the Section/Office with the help of Peons/Sweepers;
8. to keep proper account of the articles of furniture/electrical and electronic items available in the Section Office and any item is removed by other section for any specific purpose, he should ensure that the same is received back in the Section/Office and kept at proper place;
9. to attend office half an hour earlier than the hour prescribed for the office (i.e) at 8.00 am;
10. to attend to any other work which may be assigned to him by the section Officer, Dealing Clerks and diarist of the Section/Office.

SCHEDULE - II**RECRUITMENT RULES FOR THE POST OF PEON-CUM-CHOWKIDAR**

1.	Name of the Post	PEON-CUM-CHOWKIDAR
2.	No. of Posts	09 (Nine)* 2010 *Subject to variation dependent on workload
3.	Classification	General Central Services (Group 'C'), Non-Gazetted, Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Government). Note: The crucial date for determining the age limit shall be the closing date for receipt of name/ application from applicants. In case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be the last date up to which Employment Exchange is asked to submit the names.
8.	Educational and other qualifications required for direct recruits	Essential: Must have passed the Secondary School Examination (Xth Std.) from a recognized Board/ Institution. Desirable: (a) Training in basic and refresher courses in Home Guard and Civil Defence. (b) knowledge of Hindi or English (c) Ability to ride bicycle.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	i) 75% by direct recruitment ii) 25% by absorption failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	Absorption from amongst the Group 'C' employees (Sweeper/Safaiwala) in the establishment of Chief Pay & Accounts Office in the Scale of Pay of PB-1 Rs. 5200-20200 with Grade Pay Rs. 1800 who have put in a minimum of five years regular service in the grade. They should also possess elementary literacy and give proof of their ability to read either Hindi, English or a regional language.

13.	If a DPC exists, what is its composition?	Group 'C' DPC (for Confirmation) consisting of : 1. Principal Secretary (Fin.) — Chairman 2. Director of Accounts and Budget — Member 3. Deputy Secretary (Law) — Member 4. Accounts Officer of CPAO — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule – II

ANNEXURE TO SCHEDULE – II

JOB DESCRIPTION FOR THE POST OF PEON-CUM-CHOWKIDAR

1. A Peon is, for general purpose, an attendant and will work as directed by the Officer/Office in which he works;
2. Should come to office not later than 8.00 am;
3. As soon as he comes to office, he should open the doors and windows, unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs, windows, bookshelves, file cabinets and other furniture and keep the office rooms clean and tidy;
4. Should remove all waste papers etc. for disposal as directed by the Officer or the Section Officer or the Branch concerned;
5. **If he is attached to an Officer:-**
 - a. he should keep the pencil sharpened, put other articles like pin-cushion, pen, scissors, eraser, clips, desk calendar etc. in their proper places;
 - b. he should keep slips of paper within easy reach inside the room for use of his Officer.
6. Should not leave office without permission of the Section Officer under whom he works. If he is attached to an Officer, he should not leave office before the Officer has left or until he is permitted by the Officer, concerned to leave early;
7. Before leaving office, he should switch off all lights and close the doors and windows;
8. Should fill up the water jug, buckets etc. every morning and supply water to the Officer or staff, whenever required;
9. Should know the description of stationery articles and various kinds of forms used in the office;
10. Should be very courteous and helpful towards members of the public visiting the office;
11. Should be polite and respectful towards all Officers and staff;
12. Should attend to any other office work as may be required of him.
- If he is entrusted with DAK duties:**
13. Should have a general idea about the arrangement for receipt of local and postal dak;
14. Should know the priority involved in the movement of papers marked “**Immediate**” and “**Priority**” and act accordingly;
15. He should know the location of—
 - a) all important offices such as offices of head of the Departments Offices, Central Government Offices etc.;
 - b) residence of Officers and carry dak to the offices/officials concerned whenever required.
16. Should know the working hours of the local Post and Telegraph Offices and Banks, for attending to the business there, as and when required;
17. Should not disclose the contents of the dak sent through him to any concerned and deliver to the correct person;
18. Should not use the bicycle/motor cycle provided to him by the office for other than office work and should not undertake any repair without any approval of his superiors;

19. Must avoid personal work when he is sent out on official work;
20. Must attend to any other works which may be assigned to him by Section Officer, Dealing Clerks and Diarist of the section /office.

If he is entrusted with duties of Chowkidar:

21. Responsible to watch and ward of office premises and surrounding;
22. Should close the office building doors, windows and switch off the lights, fans after office hours;
23. Responsible to fill the water tank installed in the office premises, if the water supply is after office hours;
24. Must remain on duty till relieved;
25. Should be courteous and polite with the public and alert in his duties;
26. Must attend to any other works which may be assigned to him by higher Officers.

SCHEDULE - III

RECRUITMENT RULES FOR THE POST OF PEON-CUM-MALI/GARDENER

1.	Name of the Post	PEON-CUM-MALI/GARDENER
2.	No. of Post	01 (One)* 2010 *Subject to variation dependent on workload
3.	Classification	General Central Services (Group 'C'), Non-Gazetted, Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Government). Note: The crucial date for determining the age limit shall be the closing date for receipt of name/application from applicants. In case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be the last date up to which Employment Exchange is asked to submit the names.
8.	Educational and other qualifications required for direct recruits	Essential: Must have passed the Secondary School Examination (Xth Std.) from a recognized Board/Institution. Desirable: a) Training in basic and refresher courses in Home Guard and Civil Defence. b) Knowledge of Hindi or English c) Ability to ride bicycle. d) Experience in gardening

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100 % by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'C' DPC (for Confirmation) consisting of : 1. Principal Secretary (Fin.) — Chairman 2. Director of Accounts and Budget — Member 3. Deputy Secretary (Law) — Member 4. Accounts Officer of CPAO — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule – III

ANNEXURE TO SCHEDULE – III**JOB DESCRIPTION FOR THE POST OF PEON-CUM-MALI/GARDENER**

His duties include all type of gardening work such as:-

1. Planting and nursing of flower/ornamental plants;
2. Application of manures/fertilizer to different plants periodically;
3. Proper watering every alternate day to different plant in the garden as well as in the pots;
4. Cutting and maintenance of grass in the garden as well as weeding out & loosening of soil periodically;
5. Upkeep of lawns, shrubs, hedges and traces including sweeping of leaves and litter etc. in the office premises;
6. Fencing of the garden premises and its maintenance;
7. Any other work which may be assigned to him by higher authorities.

SCHEDULE - IV**RECRUITMENT RULES FOR THE POST OF SAFAIWALA**

1.	Name of the Post	SAFAIWALA
2.	No. of Post	02 (Two)* 2010 *Subject to variation dependent on workload
3.	Classification	General Central Services (Group 'C'), Non-Gazetted, Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection posts	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable

7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Government). Note: The crucial date for determining the age limit shall be the closing date for receipt of name/application from applicants. In case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be the last date up to which Employment Exchange is asked to submit the names.
8.	Educational and other qualifications required for direct recruits	Essential: Must have passed the Secondary School Examination (Xth Std.) from a recognized Board/Institution. Desirable: Knowledge of Hindi or English
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100 % by direct recruitment
12.	Method of recruitment whether by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'C' DPC (for Confirmation) consisting of : 1. Principal Secretary (Fin.) — Chairman 2. Director of Accounts and Budget — Member 3. Deputy Secretary (Law) — Member 4. Accounts Officer of CPAO — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule – IV

ANNEXURE TO SCHEDULE – IV

JOB DESCRIPTION FOR THE POST OF SAFAIWALA

1. Responsible to clean/sweep the office premises, keep the surrounding of the office building as well as the drainage provided to the office building neat and clean;
2. Must clean toilet daily and maintain the toilet in hygienic conditions;
3. Should attend the office well 2 hours before the office start for completing the cleaning works of lavatory blocks etc.;
4. Responsible to maintain accounts for cleaning materials supplied to him;
5. Must attend to any other works which may be assigned to him by his In-charge.